



**Headquarters**  
**Arizona Wing Civil Air Patrol**  
**United States Air Force Auxiliary**  
7383 North Litchfield Road, Suite 1175  
Phoenix, Arizona 85309



1 February 2005

**MEMORANDUM FOR ALL MEMBERS OF THE ARIZONA WING**

**FROM: AZWG DOV**

**SUBJECT: STANDARDIZATION AND EVALUATION PROGRAM**

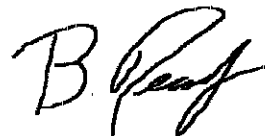
1. The Standardization and Evaluation Program (Stan/Eval) is the commander's tool to validate the effectiveness of the CAP flying program, as it pertains to the CAP mission and individual pilot flying duties. The backbone of the Stan/Eval Program is the Wing and Squadron Stan/Eval officer, ensuring front-line compliance with program objectives and protection of CAP resources.
2. Unit Commanders will determine the need for any new Instructor Pilot or Check Pilot candidates to serve within their unit. In turn, this need will be coordinated with their Group Commander and his/her Group Stan/Eval Officer. Collectively, they will be responsible for selecting the best prospective Instructor Pilot or Check Pilot candidate who they deem to be current, qualified and willing to do the job. Once a candidate has been selected, it will be the responsibility of the Group Stan/Eval Officer to see that the candidate is properly trained. After completion of all required training and certification, the new Instructor Pilot or Check Pilot, with approval of the Wing Commander, will be placed on Wing orders. The following will be used as guidelines in the selection and training of AZ Wing CAP Instructor and Check Pilots.
3. Guidelines for Selecting/Training CAP Instructor Pilots
  - a. FAA Certified Flight Instructor
    - i. Minimum time as a CFI – 200 hours
    - ii. Strong aviation background and good safety record as a pilot and CFI
  - b. CAP Membership
    - i. Desire to become a CAP Instructor Pilot and willingness to do the job
    - ii. Active participation in AZWG Flying Unit – minimum three (3) months
    - iii. Cadet Orientation Pilot
  - c. Recommendation Process
    - i. Unit Commander recommends based on need
    - ii. Approved by Group Stan/Eval Officer and Group CC

- d. Training Process
  - i. Wing or Group Stan/Eval Officer will approve the Check Pilot or Instructor Pilot who will do the training
  - ii. Wing or Group Stan/Eval Officer will oversee training
- e. Wing Stan/Eval Officer will do CAPF5 or appoint Check Pilot to do it
- f. Appointment Process
  - i. Group Stan/Eval Officer and Group CC will recommend appointment to Wing Stan/Eval DOV
  - ii. Final approval will be made by Wing CC based upon need
  - iii. Wing orders will authorize approved Instructor Pilots
- g. Continuing Requirements
  - i. Conduct a minimum of six (6) CAP instructional flights per year
  - ii. Participate in at least 50% of the group or wing Stand/Eval meetings

#### 4. Guidelines for Selecting/Training CAP Check Pilots

- a. FAA Certified Flight Instructor
  - i. Airplane Single Engine and Instrument Airplane
  - ii. Minimum time as a CFI – 300 hours
  - iii. Strong aviation background and excellent safety record as a pilot and CFI
- b. CAP Membership
  - i. Desire to become a CAP Check Pilot and willingness to do the job, honest and professional evaluation.
  - ii. Active participation in AZWG Flying Unit – minimum six (6) months
- c. Recommendation Process
  - i. Unit Commander recommends based on unit needs
  - ii. Approved by Group Stan/Eval Officer and Group CC
- d. Training Process
  - i. Wing or Group Stan/Eval Officer will approve the Check Pilot who will provide the required training
  - ii. Wing or Group Stan/Eval Officer will oversee training in accordance with AZWG requirements
  - iii. Wing Stan/Eval Officer will conduct the Check Pilot CAPF5 Flight Check
- e. Appointment Process
  - i. Group Stan/Eval Officer and Group CC will recommend the Check Pilot candidate to Wing Stan/Eval DOV
  - ii. Final approval will be made by Wing CC based upon need
  - iii. Wing Orders will authorize approved Check Pilot candidates
- f. Continuing Requirements
  - i. Conduct a minimum of 3 check rides per year
  - ii. Participate in at least 50% of the group or wing Stand/Eval meetings

5. Flight Checks are the quality assurance of a sound Stan/Eval Program. It is important for Check Pilots to administer all check flights fairly, consistently and without prejudice. The current Federal Aviation Administration (FAA) practical test standards (PTS) and all appropriate CAP Regulations will be utilized in the Flight Check Program. The following will be used as guidelines in the administration of Flight Checks.
6. Administration of CAPF 5/5G Flight Checks
  - a. CAPR 60-1 Attachment 5 requires specific actions and steps be taken for the successful completion of a CAPF 5 flight check. These guidelines are provided to assist in the administration of CAPF 5 flight checks. Their purpose is to standardize the administration of flight checks throughout CAP, enable all check pilots and applicants to clearly understand what is expected of them during a flight check
  - b. All AZ Wing CAPF 5/5G Flight Checks will be conducted in accordance with CAPR 60-1 Attachment 5
7. Administration of CAPF 91 Mission Flight Checks
  - a. CAPR 60-1 Attachment 6 requires specific actions and steps to be taken for the successful completion of a CAPF 91 mission flight check. These guidelines are provided to assist in the administration of CAPF 91 flight checks. Their purpose is to standardize the administration of mission flight checks throughout CAP, enable all mission check pilots to understand what minimum items are expected of them in conducting a mission flight check.
  - b. All AZ Wing CAPF 91 Mission Flight Checks will be conducted in accordance with CAPR 60-1 Attachment 6
8. Unsatisfactory Flight Checks
  - a. In the event a pilot applicant does not satisfactorily complete all required portions of a CAP Form 5, Form 5G, or CAP Form 91 Flight Check, areas of deficiency are recorded on the applicable flight check form.
  - b. The Wing Stan/Eval Officer and Wing Commander are to be notified by email or phone within 48 hours of any CAPF 5/5G or CAPR 91 failures. A copy of the unsatisfactory flight check form is to be mailed to the AZ Wing Headquarters attention DOV.
  - c. Any rechecks are to be done with the same check pilot unless the check pilot agrees to another. Only the items that were determined to be unsatisfactory must be reevaluated and recorded on a new flight check form. Note on the comments section that this is a recheck.



BRIAN N READY, Maj, CAP  
Stan/Eval Officer

REVIEWED "OK"



COL CAP